

2017 ASN Grantee Mid-Year Progress Report Instructions Overview



Webinar Session Highlights (February 27, 2018)

Overview

This webinar provided grantees with an overview of the upcoming 2017 AmeriCorps State and National (ASN) Grantee Mid-Year Progress Report (GPR) submission process, in advance of the April 30, 2018 report submission deadline. Led by members of the AmeriCorps team, the session reviewed the mid-year GPR, identified changes to this year's GPR instructions, discussed example scenarios for grantee reporting requirements, previewed changes to the final GPR (in advance of a future webinar that will focus specifically on the topic), and shared resources to facilitate successful completion of the reports.

Speakers:

Joe Follman, Program Officer, AmeriCorps State and National, CNCS

Barbara Reynolds, Senior Program and Project Specialist, AmeriCorps State and National, CNCS

Colin White, Program Officer, AmeriCorps State and National, CNCS

Mid-Year GPR Overview

The mid-year GPR is focused on the cumulative reporting period and activities beginning with the 2017 grant award through March 31, 2018. The GPR is due on April 30, 2018, and all grantees are required to complete the GPR by the deadline. Should a grantee need an extension, requests must be made to respective program officers (PO) prior to the due date. The mid-year GPR, which must be completed in eGrants, is comprised of two sections: the performance measures tab and the narratives tab. The performance measures tab requires that grantees provide performance measure actuals to date as well as associated explanations, and the narratives tab requires grantees to report anticipated challenges and strategies related to performance measure attainment.

The CNCS team shared the following tips for grantees as they work on and complete their GPRs:

- Review [instructions for the mid-year GPR](#) and begin work on the report well in advance of the submission deadline to ensure sufficient time to ask questions to your PO.
- Ensure that data submitted in the GPR are valid, verifiable (via source documentation), and accurately align with the performance measure instructions, program design, and grant application.
- Communicate with your PO or grants officer if you have an open amendment in process to either complete or withdraw these amendments before beginning to enter data for this GPR. (Note: CNCS encourages grantees to avoid initiating any new amendments while entering data for the GPR.)

Program Officer Review & Clarification Process

Upon submission, each GPR will be sent to CNCS via eGrants where after a PO will review the report to determine whether clarification is required for any information provided. Should clarification be needed, the PO will check the "Clarification Required" box on each tab that includes a request for additional information. The PO will then return the GPR to the grantee with a due date for submitting responses.

Across all tabs that include an opportunity for data entry, there are three text fields for feedback and clarification:

- *PO feedback field*: A PO may enter constructive feedback within this field; however, grantees are not required to respond to the feedback shared within this section.
- *PO clarification field*: A grantee's PO will use this field to share any items for clarification; grantees are required to respond to comments from this section.
- *Grantee clarification field*: Grantees must enter responses to all comments made in the PO clarification field within this section.

After responding to items for clarification, each grantee must return the report to CNCS via eGrants by the assigned due date. POs will mark the GPR status as reviewed either after all clarification items have been addressed or if a GPR is sufficient upon initial submission.

Changes Since Last GPR

CNCS has made revisions to the 2017 instructions for multiple GPRs, including the mid-year and end-of-year reports. There are four notable changes to the 2017 mid-year GPR that grantees should be aware of:

- 1) *Explanations are no longer required at mid-year for actuals that are less than the target values.* Recognizing that grantees are in the midst of their program year, CNCS has determined it is unnecessary to explain why targets have not yet been met.
- 2) *Explanations are required for actuals that exceed targets by 400% or more.* Given that such figures often result in requests for clarification by POs to ensure numbers have been correctly reported, CNCS created this section to allow grantees to provide explanations at the onset to reduce clarifications during the review stage.
- 3) *Performance measure data from previous reporting periods that were not included in the last end-of-year GPR submission must be included in the actual fields of this mid-year GPR.*
- 4) *Grantees must complete the updated narratives tab.* New narratives required within this section focus on data quality, performance management, training and technical assistance, and monitoring. All grantees are encouraged to pay special attention to the instructions for this new narrative tab. Grantees who expect to meet the performance special targets by the end of the program year may simply note this in the narrative field and indicate that no further explanation is required.

Scenario Examples

The session included a review of two scenario examples as a means of illustrating whether and how to report previously unreported data in the mid-year and end-of-year GPRs:

- *Program One Scenario:* Intervention for Program One ran from September 2016 through August 2017. During the 2016 program year, all members completed their service terms by the end of August 2017. The full set of 2016 data were reported in the end-of-year GPR that was due on October 31, 2017.

Mid-Year GPR Reporting: Because no activities were carried over, only actuals from the current 2017 program year should be reported in the 2017 mid-year GPR.

- *Program Two Scenario:* Intervention for Program Two also ran from September 2016 through August 2017. During the 2016 program year, some members served beyond the end of August 2017. (Note: Performance measurement data may not be available at the time of the end-of-year GPR due to such examples as later program start and end dates, delayed enrollment, and weather events – all of which result in interventions carrying over in the next reporting period for the same award.)

Mid-Year GPR Reporting: Performance measured data from members that were unavailable at the time of the 2016 end-of-year GPR (October 31, 2017) must be reported in both the 2017 mid-year GPR and the 2017 end-of-year GPR. The grantee must also explain which data are from which program year by clicking on the “Enter Explanation” button in the Explanation/Corrective Action column.

Practice Activity

The session also included a practice activity with actual figures for an imagined awardee (Housing Corps) that needed to include previously unreported data in the mid-year GPR:

- Housing Corps began enrolling its 2016 cohort of full-time AmeriCorps members on December 1, 2016. When the last end-of-year GPR was submitted in October 2017, most of the members in the 2016 cohort were still actively serving. After the end-of-year GPR submission, the 2016 member cohort provided housing services to an additional 281 individuals, of whom 196 transitioned to safe and affordable housing.
- Housing Corps began enrolling its 2017 cohort of members on December 1, 2017. Prior to the mid-year GPR submission in March 2018, the 2017 member cohort provided housing services to 644 individuals, of which 402 transitioned to safe and affordable housing.

- Question 1: What output and outcome actuals should Housing Corps report on the 2017 Mid-Year GPR?
- Question 2: What explanations should Housing Corps provide for these actuals?
- Answer 1: The output actual is 925 individuals (281 + 644), and the outcome actual is 598 (196 + 402) individuals.
- Answer 2: The output explanation is that the reported value includes 644 individuals from the current grant year, plus 281 individuals from the previous grant year that were not reported on the last end-of-year GPR. The outcome explanation is that the reported value includes 402 individuals from the current grant year, plus 196 individuals from the previous grant year that were not reported on the last end-of-year GPR

Changes to the Final GPR

The CNCS team previewed changes to the final GPR that will go into effect beginning with the 2017 report. Modifications include the addition of a new narrative section that requires grantees to describe learnings about their theory of change; removal of performance measures or demographic tabs; and an updated requirement that unreported data from the previous end-of-year GPRs must be provided in a narrative form.

Resources

[AmeriCorps State and National Grantee Progress Report Instructions](#)

[CNCS Performance Measures Instructions 2018](#)

[eGrants Log-In and Tutorial](#)